

Electronic Blood Lead Reporting Form User's Guide

Follow three (3) steps when reporting blood lead reports electronically.

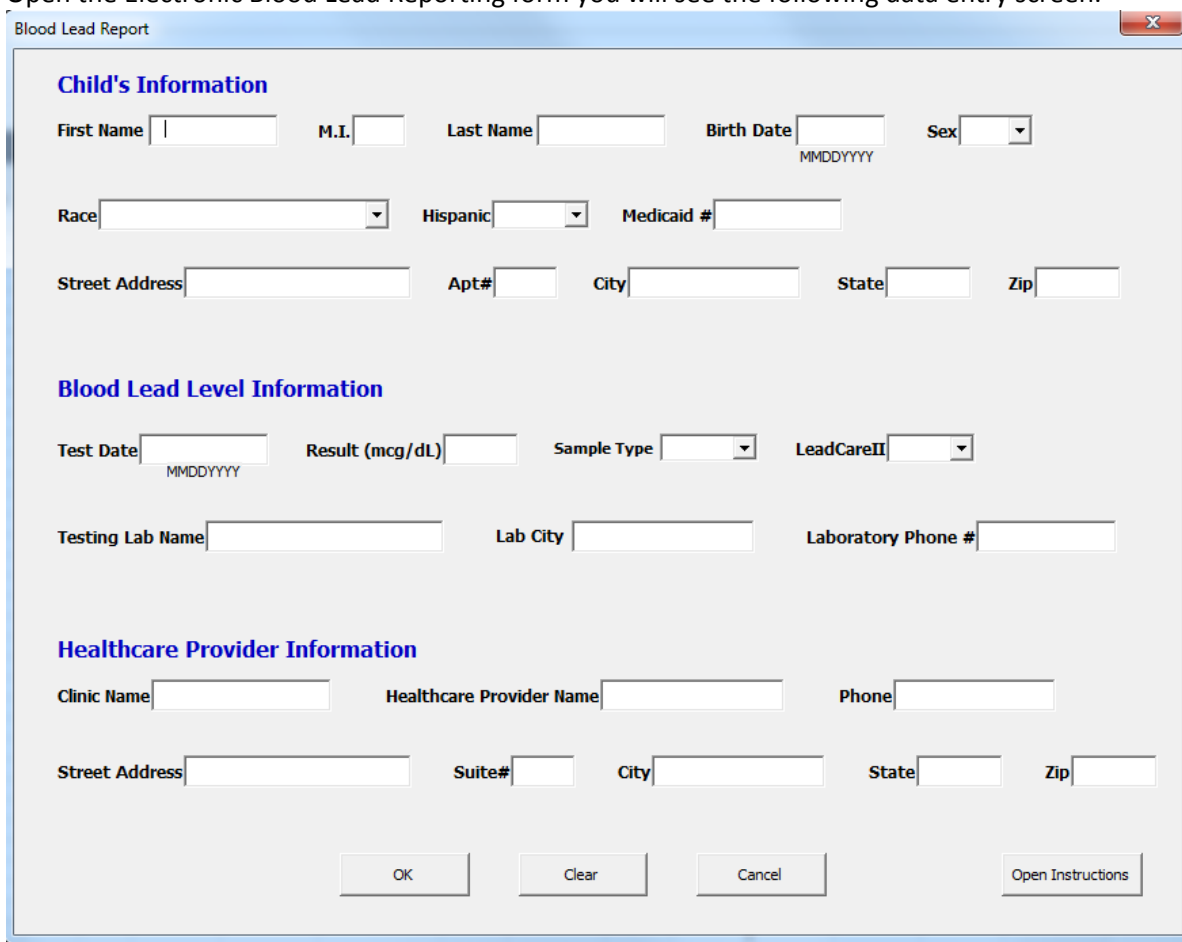
NOTE: If you have access to the secure FTP Server, Go to Step 2. Enter Blood Lead Report Data

Step 1. Request Access to Secure FTP Server

1. Please complete the "Reporting Blood Lead Results Electronically Sign-up Form" form located at <http://www.dshs.texas.gov/lead/Electronic-Reporting-Form.aspx>.
2. Once you have submitted your request to report via the secure ftp server, someone from the Texas Department of State Health Services will contact you with your login information and reporting instructions.

Step 2. Enter Blood Lead Report Data

1. Open the Electronic Blood Lead Reporting form you will see the following data entry screen:



The screenshot shows a web-based form titled "Blood Lead Report". It is divided into three main sections: "Child's Information", "Blood Lead Level Information", and "Healthcare Provider Information".

Child's Information: Includes fields for First Name, M.I., Last Name, Birth Date (MMDDYYYY), Sex, Race, Hispanic status, Medicaid #, Street Address, Apt#, City, State, and Zip.

Blood Lead Level Information: Includes fields for Test Date (MMDDYYYY), Result (mcg/dL), Sample Type, LeadCareII, Testing Lab Name, Lab City, and Laboratory Phone #.

Healthcare Provider Information: Includes fields for Clinic Name, Healthcare Provider Name, Phone, Street Address, Suite#, City, State, and Zip.





At the bottom of the form are buttons for "OK", "Clear", "Cancel", and "Open Instructions".

- If the Blood Lead Report data entry screen is not open, click on the green button, Open Reporting Form ([Open Reporting Form](#)).

NOTE: All fields are required to be reported by law (Texas Administrative Code, Title 25, Part 1, Chapter 37, Rule §37.334)

2. Enter ALL information into the fields by using either the Tab key or the mouse.

Electronic Blood Lead Reporting Form User's Guide

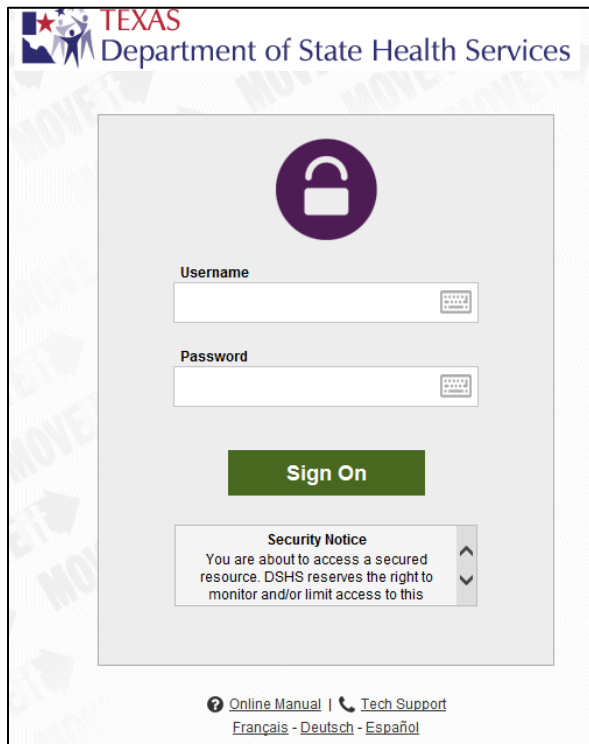
3. After the information has been entered for the child, click the **OK** button ().
 - If you make a mistake you can clear the **Child's Information** and **Blood Lead level Information** by clicking on the Clear Button ().
4. By clicking the **OK** button () the information entered is transferred to the excel spreadsheet. This also clears out all the **Child's Information** and **Blood Lead Information** so you can begin entering the next blood lead record.
5. After you have finished entering all blood lead records, click on the Cancel button ().
6. Now save and rename your Electronic Lead Reporting Form by doing the following:
 - Go to **File**
 - **Save As**
 - Name your form followed by _MMDDYYYY
Example: SmithMD_11202016

Step 3. Report Results Using Secure FTP

1. **Getting Signed on to the Secure FTP server:**
 - a) Open up Internet Explorer or other web browser.
 - b) In the address bar, type in the following web address: <https://sftp.dshs.state.tx.us>.
 - c) At the Sign On page, type in your **Username** and **Password**.

Your username and password should have been provided in your notification email.

Once you are done, click on the **Sign On** button.



Electronic Blood Lead Reporting Form User's Guide

NOTE: After logging in, if the Install the **Upload/Download Wizard** screen, click the **Disable the Wizard** button.

Install the Upload/Download Wizard

It is recommended that you install the Upload/Download Wizard, a browser add-on that allows you to:

- Transfer files faster
- Transfer files greater than 2GB
- Transfer multiple files at once
- Perform automatic integrity checking to ensure file non-repudiation
- Compress/Uncompress data on the fly
- Add files via drag-and-drop


The Java version of the Upload/Download Wizard requires Java 7 or later.

 **Install the Upload/Download Wizard (Java)**

~ OR ~

Disable the Wizard

Disable the Wizard (for this session only)

 If you disable the Upload/Download Wizard or are unable to install it, you can re-enable or try re-installing through your My Account page.


2. Upload Blood Lead Report

- After you logged in you will be on your **Home** web page.
- Scroll down the page and you will see a section that is titled **Upload a File Now...**
- To the right of **Select a folder**, click the **down arrow** and select the folder you need to upload files.

The folder name should have been provided to you in your notification email.

Next, select a file to upload by clicking on the **Browse** button.

Upload a File

Select a folder: 

Choose a file: **Browse...**

Enter any notes:

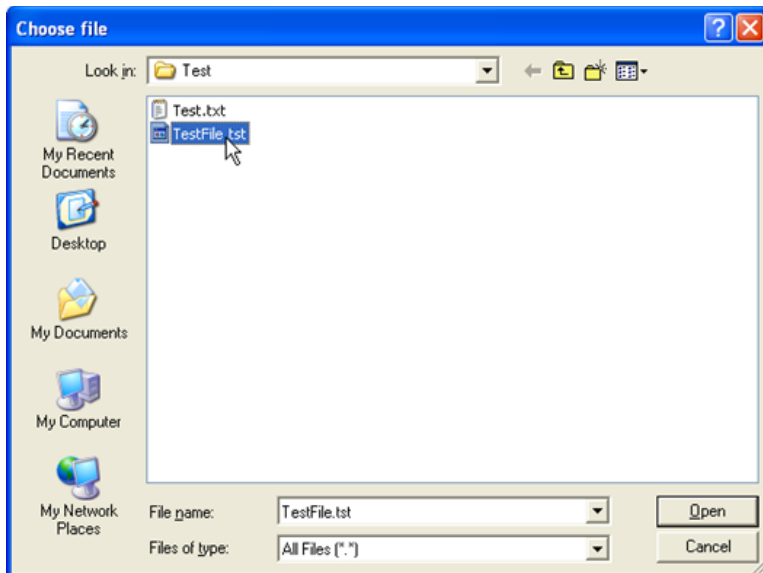
Upload

Electronic Blood Lead Reporting Form User's Guide

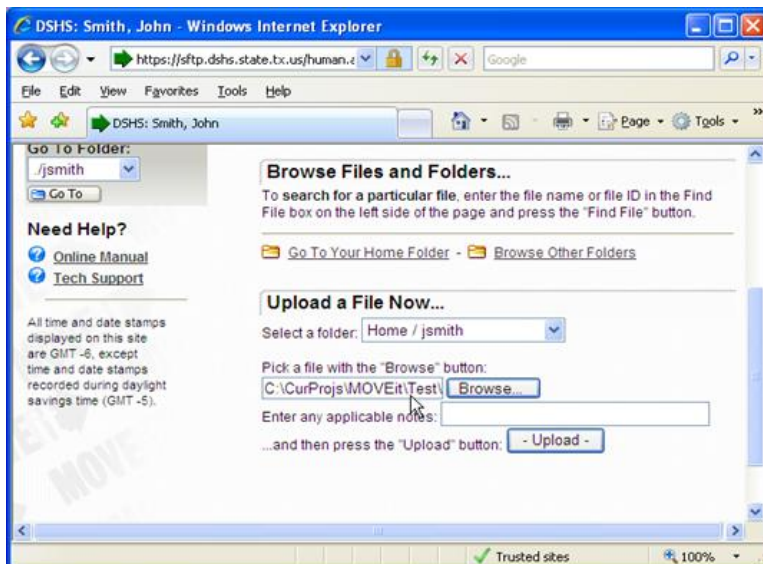
- d) In the **Choose File** window, go to the location on your computer where you saved the blood lead report.

When you locate the file, **click** on the file to highlight it, and its name should populate the File name field near the bottom of the window.

Then click **Open**.



- e) You should now be back to the **Upload a File Now** section, and you should see the complete path and file name of the file that you just selected.
- f) Click the **Upload** button.

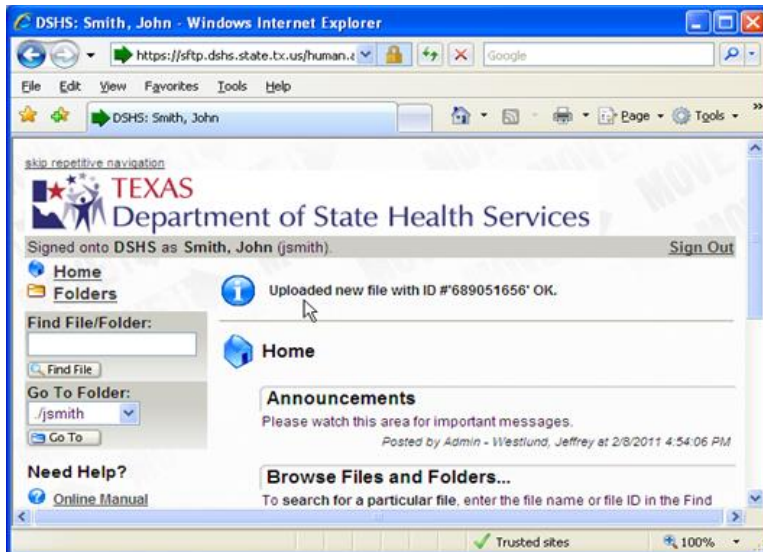


Electronic Blood Lead Reporting Form User's Guide

- g) When completed, the **information icon** (i) will inform you of the status of your transfer.

Next to the information icon you will see the status text **Uploaded new file with ID #689051656 OK.**

This ID is just a unique internal number the system assigns to all files so that it can keep track of that file while it is in the system.



- h) When you are done uploading files and are ready to exit from the secure FTP server, click on the **Sign Out** link.

It is located on the top right-hand side of the page.

When logged out, you may close your Internet browser window.



If you need help signing in and uploading your reports, please call 1-800-588-1248 or email TexasBloodLead@dshs.state.tx.us.